

IOT On-Call Calendar

Create Team

All persons must first be associated with a team as a member.

Steps

1. From the Teams screen, click **Create a Team (plus sign)**.

Guidelines/Tips

Teams



Name	Agency	Manager	Description	Actions
------	--------	---------	-------------	---------

2. Enter the *Team Name*.
3. Select the *Agency*.
4. Enter a *Team Email*.
5. Enter a *VSM Group*.
6. Enter a *Website* address.
7. Enter *Team Information/Description*.
8. Click **Continue**.

Create a new team x

Team Name

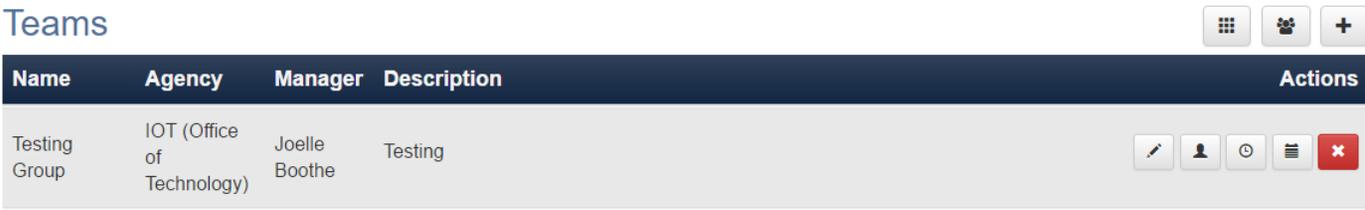
Agency

Team Email

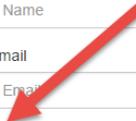
VSM Group

Website

Team Information / Description

<p>9. The Team has been saved and displays on the grid.</p>	
<p>NOTES:</p>	<p>Name and Agency are required fields.</p> <p>All teams will be displayed in the grid.</p> <p>Only the creator of the team has editing/deleting rights.</p> <p>The OnCall button navigates to the OnCall screen. </p> <p>The Contacts List button navigates to the Contacts List screen. </p> <p>The application name in the upper, left is a hot spot to the Teams page throughout the application.</p> <p>IOT On-Call Scheduling</p>

Add a Contact List Member

Steps	Guidelines/Tips												
<ol style="list-style-type: none"> Navigate to the Teams screen. Click Team Members. 	<p>Teams</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Agency</th> <th>Manager</th> <th>Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Testing Group</td> <td>IOT (Office of Technology)</td> <td>Joelle Boothe</td> <td>Testing</td> <td>   </td> </tr> </tbody> </table> <p></p>	Name	Agency	Manager	Description	Actions	Testing Group	IOT (Office of Technology)	Joelle Boothe	Testing	   		
Name	Agency	Manager	Description	Actions									
Testing Group	IOT (Office of Technology)	Joelle Boothe	Testing	   									
<ol style="list-style-type: none"> Click Add a Team Member. 	<p>Testing Group - Members</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Primary</th> <th>Secondary</th> <th>Days Applicable</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: right;"></td> </tr> </tbody> </table> <p></p>	Name	Email	Primary	Secondary	Days Applicable	Actions						
Name	Email	Primary	Secondary	Days Applicable	Actions								
													
<ol style="list-style-type: none"> Enter the members <i>Name</i>. Enter the members <i>Email</i> address. Click the <i>Show on Contacts List</i> box. 	<p>Add a Team Member</p> <p>Name <input type="text" value="Name"/></p> <p>Email <input type="text" value="Email"/></p> <p><input type="checkbox"/> Show On Contacts List</p> <p>Primary Phone <input type="text" value="() - -"/></p> <p>Secondary Phone <input type="text" value="() - -"/></p> <p>Applicable Days <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday </p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p> <p></p>												

7. The fields change from a shift entry to a contact entry.
8. Enter the members *Title*.
9. Enter the members *Address*.
10. Select the *Order*.
11. *Comments* are optional.
12. Enter a *Primary Phone* number.
13. Click **Save**.

Add a Team Member ✕

Name

Email

Show On Contacts List

Title

Address
 📍

Order

Comments

Primary Phone

14. The member now displays in the Members grid.

Testing Group - Members +

Name	Email	Primary	Secondary	Days Applicable	Actions
Bette Davis	bdavis@something.net	(317) 555-4444			✎ ✕
Sally Smith	ssmith@iot.in.gov	(317) 555-1111			✎ ✕

NOTES: All fields are required with the exception of Comments.

If the address entered is not valid, the system will display “be more specific” with a thumbs down. Once a valid address is entered, a thumbs up will display.

Address *be more specific*



To navigate back to the Teams screen, click on the team name.

[Testing Group - Members](#) +

Name	Email	Primary	Secondary	Days Applicable	Actions
John Dough	jdough@com.com	(317) 555-1212	(317) 444-5656	Mon - Fri	 

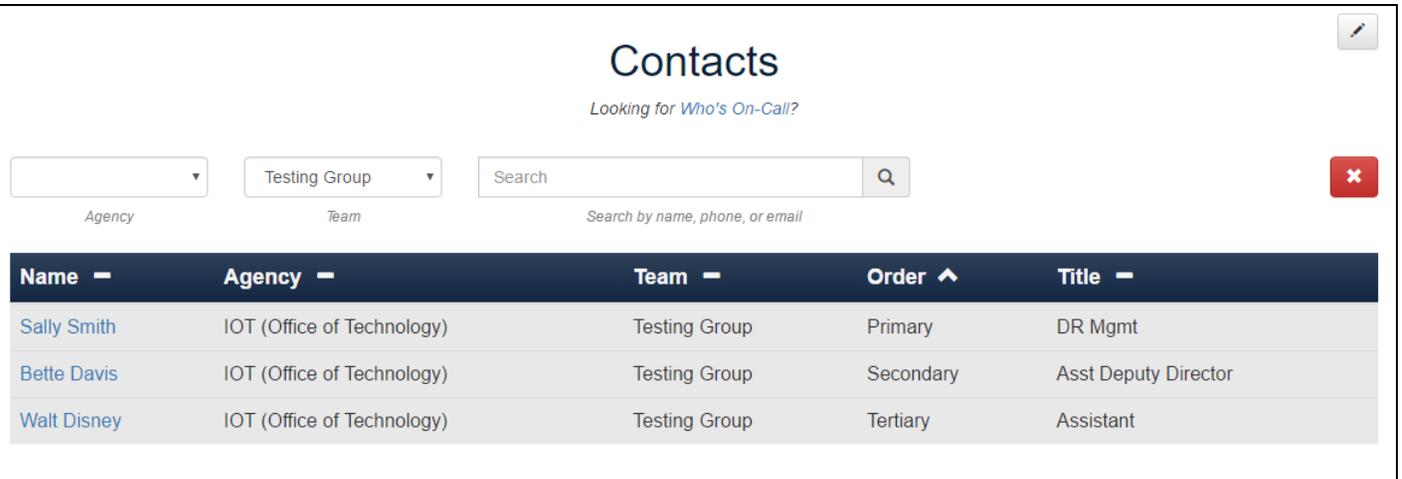
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3. Enter the members <i>Name</i> . 4. Enter the members <i>Email</i> address. 5. Leave the <i>Show on Contacts List</i> box unchecked. 6. Enter a <i>Primary Phone</i> . 7. Enter a <i>Secondary Phone</i> . 8. Select the <i>Applicable Days</i> . 9. Click Save .													

	<div data-bbox="953 217 1524 847"> <p>John Dough x</p> <hr/> <p>Name <input type="text" value="John Dough"/></p> <p>Email <input type="text" value="jdough@com.com"/></p> <p><input type="checkbox"/> Show On Contacts List</p> <p>Primary Phone <input type="text" value="(317) 555-1212"/></p> <p>Secondary Phone <input type="text" value="(317) 444-5656"/></p> <p>Applicable Days <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p>Editing Permissions <input type="checkbox"/> Team <input type="checkbox"/> Shifts <input type="checkbox"/> Members <input type="checkbox"/> Schedule <input type="checkbox"/> Permissions</p> <hr/> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Update"/></p> </div>												
<p>10. The member now displays in the Members grid.</p>	<div data-bbox="554 932 1919 1101"> <h3>Testing Group - Members +</h3> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Primary</th> <th>Secondary</th> <th>Days Applicable</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td>jdough@com.com</td> <td>(317) 555-1212</td> <td>(317) 444-5656</td> <td>Mon - Fri</td> <td> </td> </tr> </tbody> </table> </div>	Name	Email	Primary	Secondary	Days Applicable	Actions	John Dough	jdough@com.com	(317) 555-1212	(317) 444-5656	Mon - Fri	
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<p>NOTES:</p>	<p>Name, Email Primary Phone and Secondary Phone are all required fields.</p>												

Edit Team Members																			
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1. Click Edit Member .	<p>Testing Group - Members +</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Primary</th> <th>Secondary</th> <th>Days Applicable</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Bette Davis</td> <td>bdavis@something.net</td> <td>(317) 555-4444</td> <td></td> <td></td> <td> </td> </tr> <tr> <td>Sally Smith</td> <td>ssmith@iot.in.gov</td> <td>(317) 555-1111</td> <td></td> <td></td> <td> </td> </tr> </tbody> </table>	Name	Email	Primary	Secondary	Days Applicable	Actions	Bette Davis	bdavis@something.net	(317) 555-4444			 	Sally Smith	ssmith@iot.in.gov	(317) 555-1111			 
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2. All entry fields are open for editing. 3. Mark the <i>Permissions</i> for the member. 4. Click Update .	<p>Editing Permissions</p> <p><input type="checkbox"/> Team <input type="checkbox"/> Shifts <input type="checkbox"/> Members <input type="checkbox"/> Schedule</p> <p><input type="checkbox"/> Permissions</p>																		
NOTES:	<p>Team owners have all permissions and cannot have any revoked. As a team owner you may give the ability to manage member's permissions to someone on your team by editing that user.</p> <p>Editing Permissions</p> <p><i>This user is the team owner and has all permissions</i></p> <p><i>You cannot edit your own permissions</i></p>																		

Contacts List																																														
Steps	Guidelines/Tips																																													
1. Click View Contacts List .	<p>Teams</p>  <p>Name Agency Manager Description Actions</p>																																													
2. All agencies and all contacts will display in the grid.	<p>Contacts</p> <p><i>Looking for Who's On-Call?</i></p> <p> <input type="text"/> <input type="text"/> <input type="text" value="Search"/> <input type="button" value="Q"/> <input type="button" value="X"/> </p> <p> <small>Agency Team Search by name, phone, or email</small> </p> <table border="1"> <thead> <tr> <th>Name</th> <th>Agency</th> <th>Team</th> <th>Order</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Walt Disney</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Tertiary</td> <td>Assistant</td> </tr> <tr> <td>Tiny Tina</td> <td>IOT (Office of Technology)</td> <td>Help Desk Group</td> <td>Primary</td> <td>Queen Bee</td> </tr> <tr> <td>Silly Sam</td> <td>IOT (Office of Technology)</td> <td>Help Desk Group</td> <td>Secondary</td> <td>Asst to the Asst of the Asst.</td> </tr> <tr> <td>Sally Smith</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Primary</td> <td>DR Mgmt</td> </tr> <tr> <td>Michaela Hoffman</td> <td>IOT (Office of Technology)</td> <td>Application Development</td> <td>Primary</td> <td>Graphic Designer</td> </tr> <tr> <td>Jim Smith</td> <td>IOT (Office of Technology)</td> <td>Application Development</td> <td>Primary</td> <td>Application Developer</td> </tr> <tr> <td>Carey Contact</td> <td>IOT (Office of Technology)</td> <td>Management Group</td> <td>Primary</td> <td>Head Nerd</td> </tr> <tr> <td>Bette Davis</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Secondary</td> <td>Asst Deputy Director</td> </tr> </tbody> </table>	Name	Agency	Team	Order	Title	Walt Disney	IOT (Office of Technology)	Testing Group	Tertiary	Assistant	Tiny Tina	IOT (Office of Technology)	Help Desk Group	Primary	Queen Bee	Silly Sam	IOT (Office of Technology)	Help Desk Group	Secondary	Asst to the Asst of the Asst.	Sally Smith	IOT (Office of Technology)	Testing Group	Primary	DR Mgmt	Michaela Hoffman	IOT (Office of Technology)	Application Development	Primary	Graphic Designer	Jim Smith	IOT (Office of Technology)	Application Development	Primary	Application Developer	Carey Contact	IOT (Office of Technology)	Management Group	Primary	Head Nerd	Bette Davis	IOT (Office of Technology)	Testing Group	Secondary	Asst Deputy Director
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3. To narrow the list, select an *Agency* and/or *Team* **OR** complete a Search.



Contacts
Looking for Who's On-Call?

Agency: [] Team: Testing Group Search: []

Search by name, phone, or email

Name	Agency	Team	Order	Title
Sally Smith	IOT (Office of Technology)	Testing Group	Primary	DR Mgmt
Bette Davis	IOT (Office of Technology)	Testing Group	Secondary	Asst Deputy Director
Walt Disney	IOT (Office of Technology)	Testing Group	Tertiary	Assistant

NOTES:

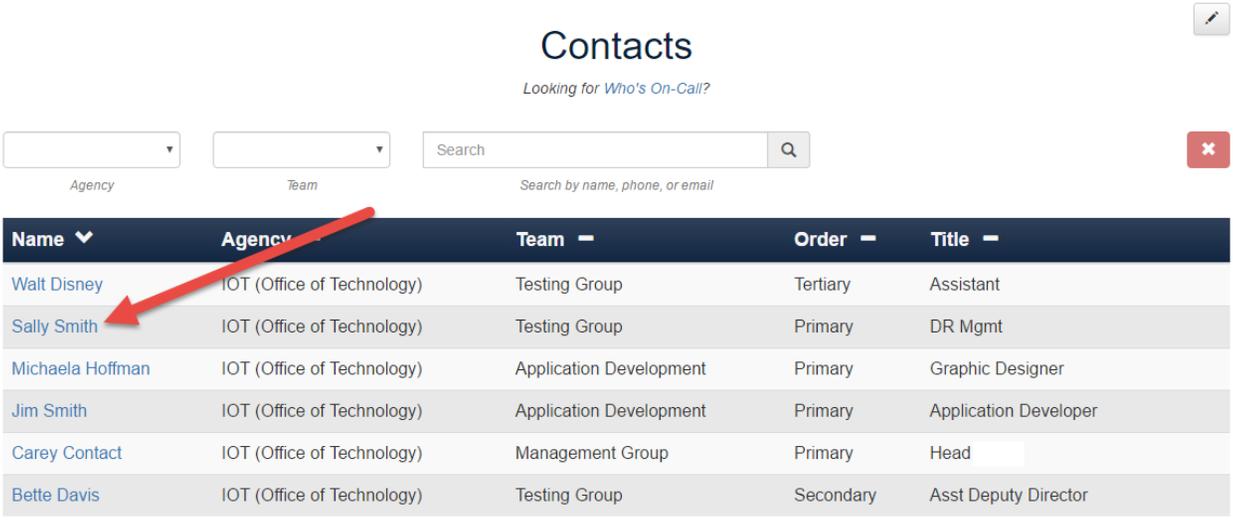
To search for an individual, enter a name, phone number or email address in the Search box.

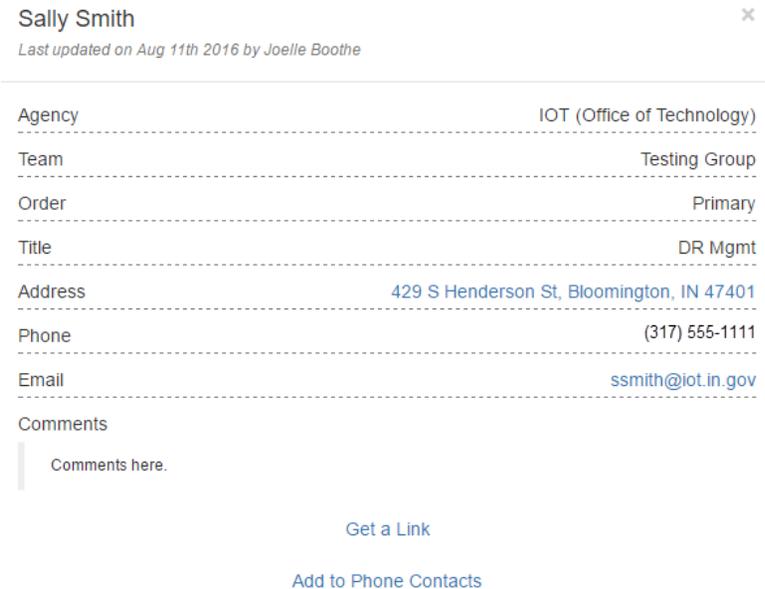
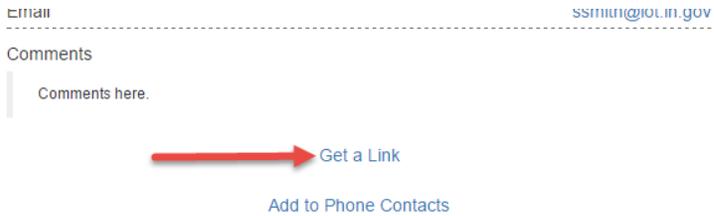
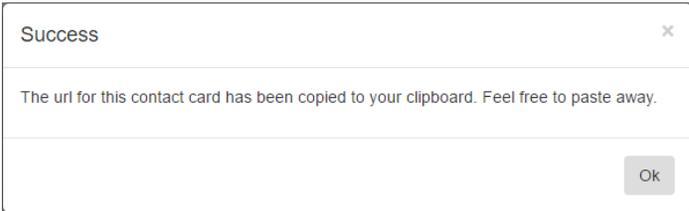
To clear the Agency or Team selection or to clear a Search entry, click the reset icon. 

The grid is sortable by column titles. Click on any title. The sort toggles between ascending and descending.

Above the Search field is a quick link to the OnCall list. [Looking for Who's On-Call?](#)

The  button in the upper, right corner navigates to the Teams screen.

Contact Information Card																																				
Steps	Guidelines/Tips																																			
<p>1. To view the contact's information, click on the Name in the grid.</p>	 <p>Contacts <i>Looking for Who's On-Call?</i></p> <p>Agency: [dropdown] Team: [dropdown] Search: [input] [Q] [X]</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Agency</th> <th>Team</th> <th>Order</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Walt Disney</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Tertiary</td> <td>Assistant</td> </tr> <tr> <td>Sally Smith</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Primary</td> <td>DR Mgmt</td> </tr> <tr> <td>Michaela Hoffman</td> <td>IOT (Office of Technology)</td> <td>Application Development</td> <td>Primary</td> <td>Graphic Designer</td> </tr> <tr> <td>Jim Smith</td> <td>IOT (Office of Technology)</td> <td>Application Development</td> <td>Primary</td> <td>Application Developer</td> </tr> <tr> <td>Carey Contact</td> <td>IOT (Office of Technology)</td> <td>Management Group</td> <td>Primary</td> <td>Head</td> </tr> <tr> <td>Bette Davis</td> <td>IOT (Office of Technology)</td> <td>Testing Group</td> <td>Secondary</td> <td>Asst Deputy Director</td> </tr> </tbody> </table>	Name	Agency	Team	Order	Title	Walt Disney	IOT (Office of Technology)	Testing Group	Tertiary	Assistant	Sally Smith	IOT (Office of Technology)	Testing Group	Primary	DR Mgmt	Michaela Hoffman	IOT (Office of Technology)	Application Development	Primary	Graphic Designer	Jim Smith	IOT (Office of Technology)	Application Development	Primary	Application Developer	Carey Contact	IOT (Office of Technology)	Management Group	Primary	Head	Bette Davis	IOT (Office of Technology)	Testing Group	Secondary	Asst Deputy Director
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<p>2. An information card displays.</p> <ul style="list-style-type: none"> - The address is a link to Google Maps - The email address is a link to open an Outlook email addressed to this contact 	 <p>Sally Smith x Last updated on Aug 11th 2016 by Joelle Boothe</p> <hr/> <p>Agency IOT (Office of Technology)</p> <p>Team Testing Group</p> <p>Order Primary</p> <p>Title DR Mgmt</p> <p>Address 429 S Henderson St, Bloomington, IN 47401</p> <p>Phone (317) 555-1111</p> <p>Email ssmith@iot.in.gov</p> <p>Comments</p> <p>Comments here.</p> <p style="text-align: center;">Get a Link</p> <p style="text-align: center;">Add to Phone Contacts</p>
<p>3. Click Get a Link to copy and paste the URL.</p>	 <p>Email ssmith@iot.in.gov</p> <p>Comments</p> <p>Comments here.</p> <p style="text-align: center;"> Get a Link</p> <p style="text-align: center;">Add to Phone Contacts</p>
<p>4. Click Ok to close the message.</p>	 <p>Success x</p> <p>The url for this contact card has been copied to your clipboard. Feel free to paste away.</p> <p style="text-align: right;"><input type="button" value="Ok"/></p>

5. Click **Add to Phone Contacts**.

Email ssmith@iot.in.gov

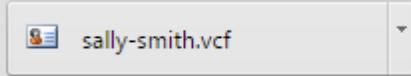
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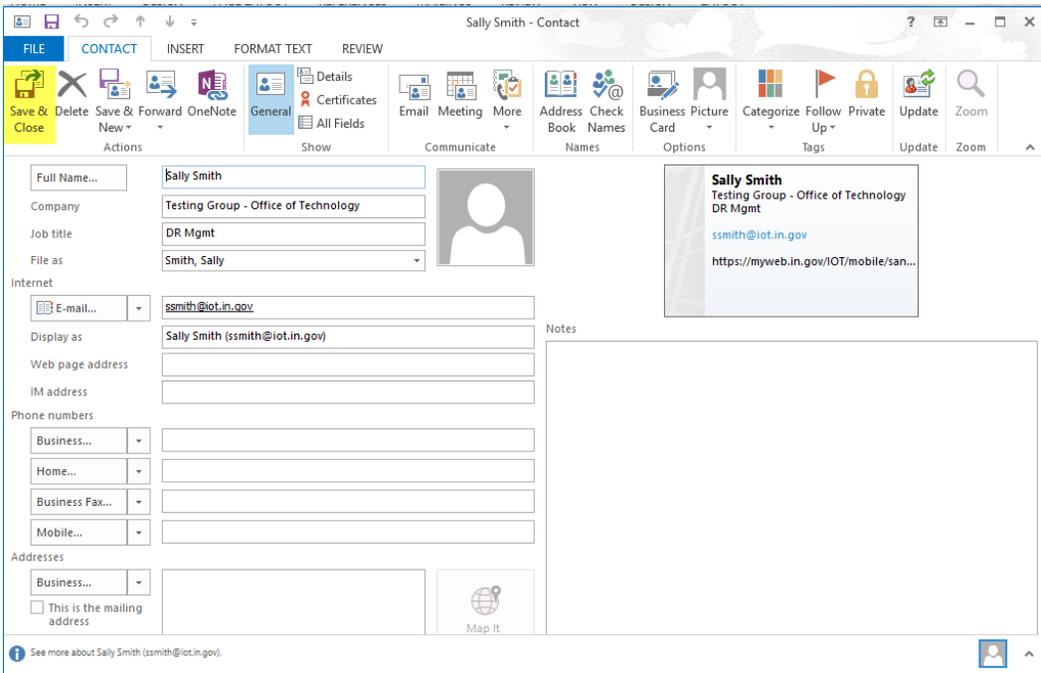
Get a Link


Add to Phone Contacts

6. Click the **VCF** download file.



7. The contact is automatically loaded to Outlook Contacts.
8. Click **Save & Close**.



Sally Smith - Contact

FILE CONTACT INSERT FORMAT TEXT REVIEW

Save & Close Delete Save & Forward OneNote General Certificates Email Meeting More Address Check Book Names Business Picture Card Categorize Follow Private Update Zoom

Full Name... 

Company

Job title

File as

Internet

E-mail...

Display as

Web page address

IM address

Phone numbers

Business...

Home...

Business Fax...

Mobile...

Addresses

Business...

This is the mailing address

Map it

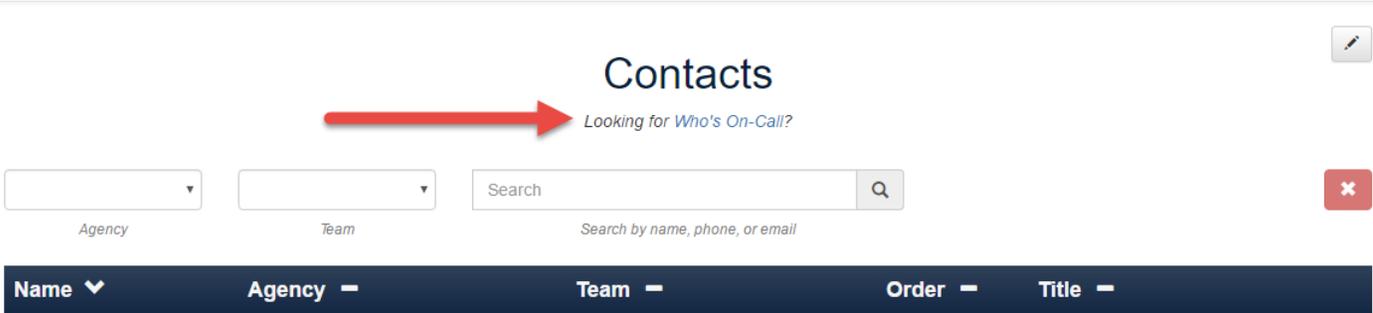
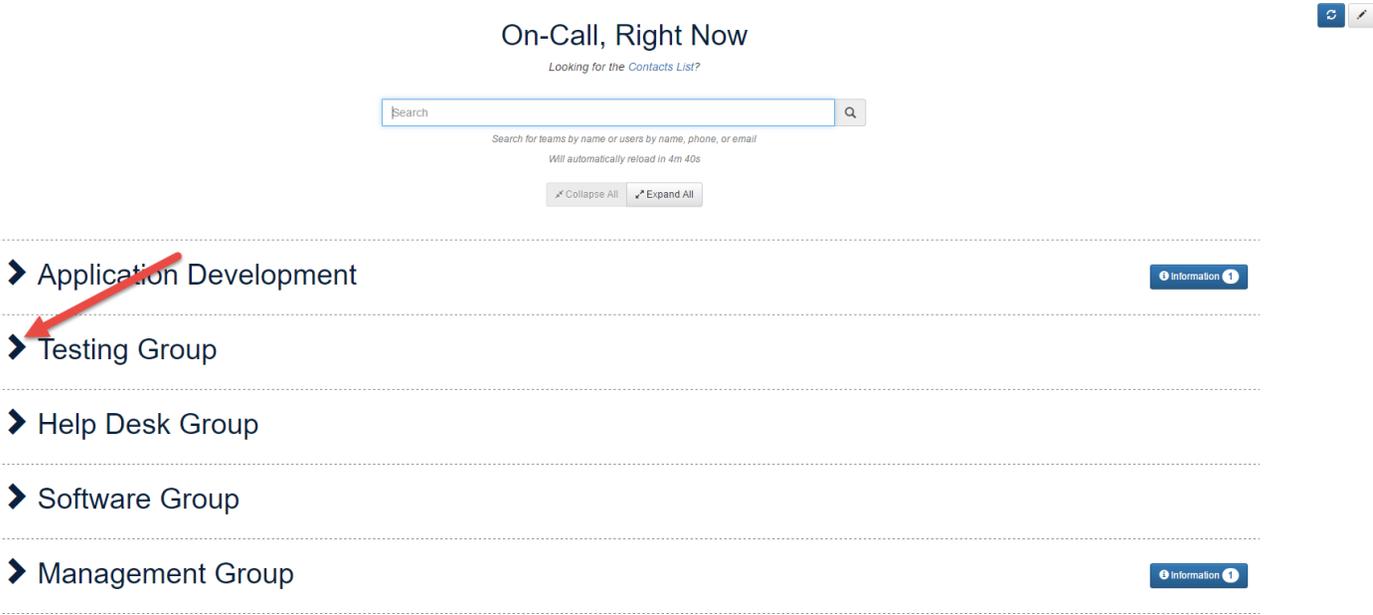
Sally Smith
Testing Group - Office of Technology
DR Mgmt
ssmith@iot.in.gov
<https://myweb.in.gov/IOT/mobile/san...>

Notes

See more about Sally Smith (ssmith@iot.in.gov).

Deleting a Member

Steps	Guidelines/Tips																														
<p>1. From the Team Members screen, click Delete.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Testing Group - Members +</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">Primary</th> <th style="text-align: left;">Secondary</th> <th style="text-align: left;">Days Applicable</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr style="background-color: #f3f3f3;"> <td>Bette Davis</td> <td>bdavis@something.net</td> <td>(317) 555-4444</td> <td></td> <td></td> <td style="text-align: right;">✎ ✖</td> </tr> <tr> <td>Sally Smith</td> <td>ssmith@iot.in.gov</td> <td>(317) 555-1111</td> <td></td> <td></td> <td style="text-align: right;">✎ ✖</td> </tr> <tr style="background-color: #f3f3f3;"> <td>Walt Disney</td> <td>walterd@king.com</td> <td>(765) 555-9898</td> <td></td> <td></td> <td style="text-align: right;">✎ ✖ </td> </tr> <tr> <td>Joelle Boothe</td> <td>jboothe@iot.in.gov</td> <td>(317) 555-4444</td> <td>(765) 729-6502</td> <td>Mon, Tue, Fri</td> <td style="text-align: right;">✎</td> </tr> </tbody> </table> </div>	Name	Email	Primary	Secondary	Days Applicable	Actions	Bette Davis	bdavis@something.net	(317) 555-4444			✎ ✖	Sally Smith	ssmith@iot.in.gov	(317) 555-1111			✎ ✖	Walt Disney	walterd@king.com	(765) 555-9898			✎ ✖ 	Joelle Boothe	jboothe@iot.in.gov	(317) 555-4444	(765) 729-6502	Mon, Tue, Fri	✎
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<p>2. Click Yes on the confirmation.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p style="margin: 0;">Confirm ✕</p> </div> <div style="padding: 5px 0;"> <p style="margin: 0;">Are you sure you want to delete this user?</p> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; text-align: right;"> Cancel Yes </div> </div>																														

OnCall List	
View On-Call, Right Now	
Steps	Guidelines/Tips
1. From the Contacts screen, click Looking for Who's On-Call?	 <p>The screenshot shows the 'Contacts' interface with a search bar and filters for Agency and Team. A red arrow points to the 'Looking for Who's On-Call?' link.</p>
2. Click on the arrow for the Team to view the On-Call information.	 <p>The screenshot shows the 'On-Call, Right Now' interface with a search bar and a list of teams. A red arrow points to the 'Testing Group' team name.</p>

3. Clicking:
- Team Email opens an Outlook email already addressed to this team.
 - Website will open the team website.
 - Member email address opens an Outlook email already addressed to this member.
4. Each card displays the members:
- Level of contact
 - Shift
 - Time
 - Email address
 - Primary Phone
 - Secondary Phone is listed only for non-Contact List members

Testing Group

Description	Team Email	VSM Group	Website
Testing	something@something.com	testing	http://iot.in.gov

Bette Davis

Shift: AM Coverage
Until: 4:00 pm

Email
bdavis@something.net

Primary Phone
(317) 555-4444

PRIMARY

Joelle Boothe

Email
jboothe@iot.in.gov

Primary Phone
(317) 555-4444

Secondary Phone
(317) 555-3333

MANAGER

NOTES:

Above the Search field is a quick link to the Contacts List. *Looking for the Contacts List?*

To search for an individual, enter a name, phone number or email address in the Search box.

The system reloads every 5 minutes to display the most up to date information. *Will automatically reload in 1m 45s*

Collapse All/Expand All will hide/display the OnCall cards.

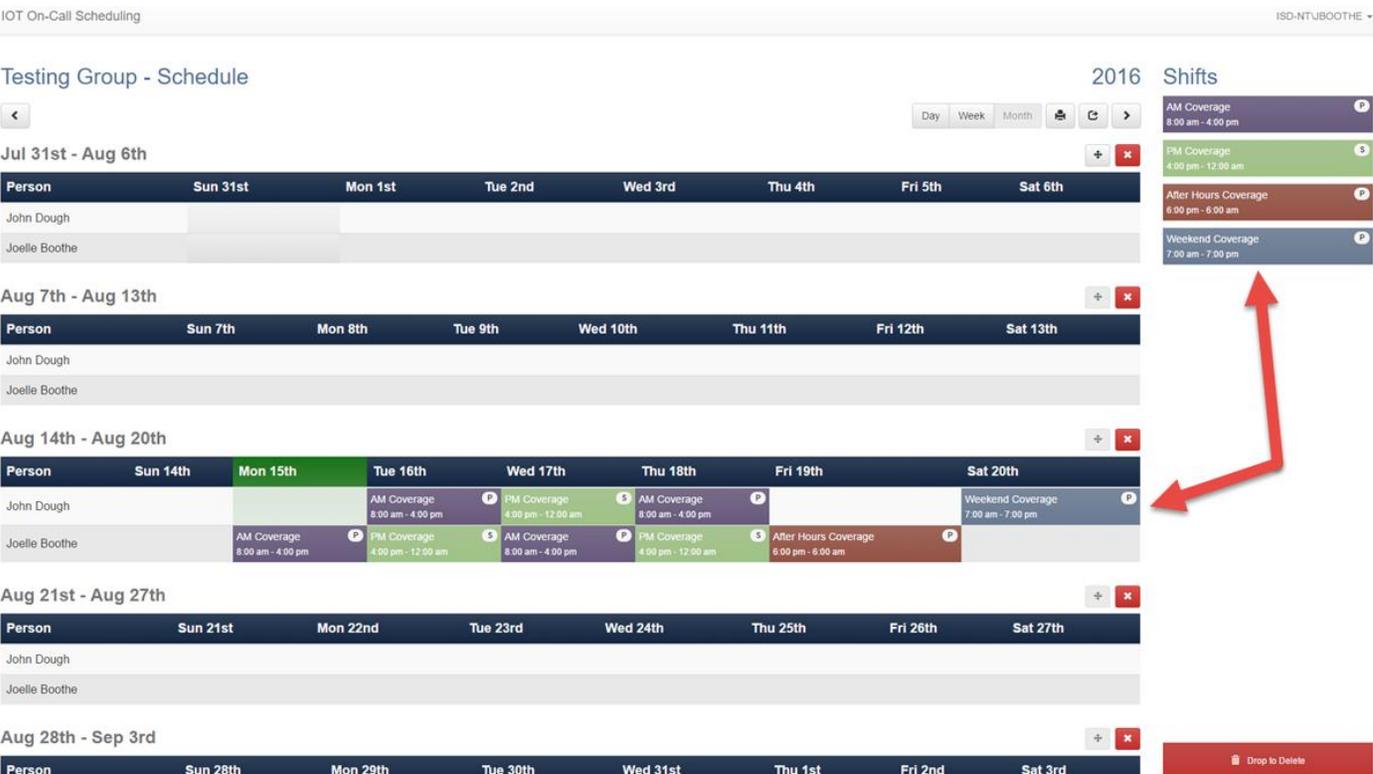
Refresh button will reload the page. 

Pencil icon navigates to the Team screen. 

Add Shifts																			
Steps	Guidelines/Tips																		
1. From the Teams screen, click Shift .	<p>Teams</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Agency</th> <th>Manager</th> <th>Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Testing Group</td> <td>IOT (Office of Technology)</td> <td>Joelle Boothe</td> <td>Testing</td> <td></td> </tr> </tbody> </table>	Name	Agency	Manager	Description	Actions	Testing Group	IOT (Office of Technology)	Joelle Boothe	Testing									
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3. Enter the <i>Identifier</i> (this is what will display in the calendar). 4. Enter a <i>Description</i> . 5. Select the <i>Length</i> . 6. Select a <i>Start Time</i> . 7. Select the <i>Type</i> . 8. Select the <i>Color</i> . 9. Select the <i>Applicable Days</i> . 10. Click Update .	<p>Weekend Coverage</p> <p>Identifier: Weekend Coverage</p> <p>Description: Help desk weekend shift</p> <p>Length: 12 Hours Start Time: 7 am</p> <p>Type: Primary</p> <p>Color: </p> <p>Applicable Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday</p> <p><input type="button" value="Cancel"/> <input type="button" value="Update"/></p>																		

<p>11. The shift displays in the grid.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Testing Group - Shifts +</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="text-align: left;">Identifier</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Length</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">End</th> <th style="text-align: left;">Color</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Days Applicable</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Weekend Coverage</td> <td>Help desk weekend shift</td> <td>12 hr</td> <td>7:00 am</td> <td>7:00 pm</td> <td style="background-color: #95a5a6;"></td> <td>P</td> <td>Sat, Sun</td> <td style="text-align: right;"> ✎ ✖ </td> </tr> </tbody> </table> </div>	Identifier	Description	Length	Start	End	Color	Type	Days Applicable	Actions	Weekend Coverage	Help desk weekend shift	12 hr	7:00 am	7:00 pm		P	Sat, Sun	✎ ✖
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<p>NOTES:</p>	<p>All fields are required.</p> <p>The shifts can be edited/deleted from the grid.</p>																		

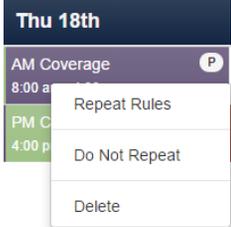
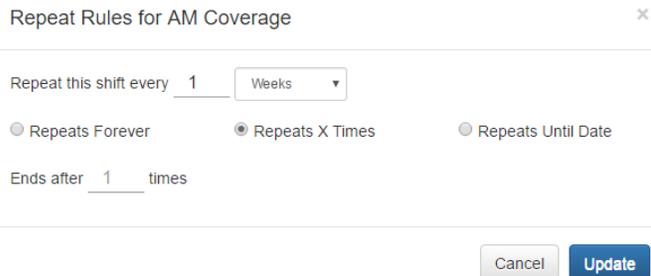
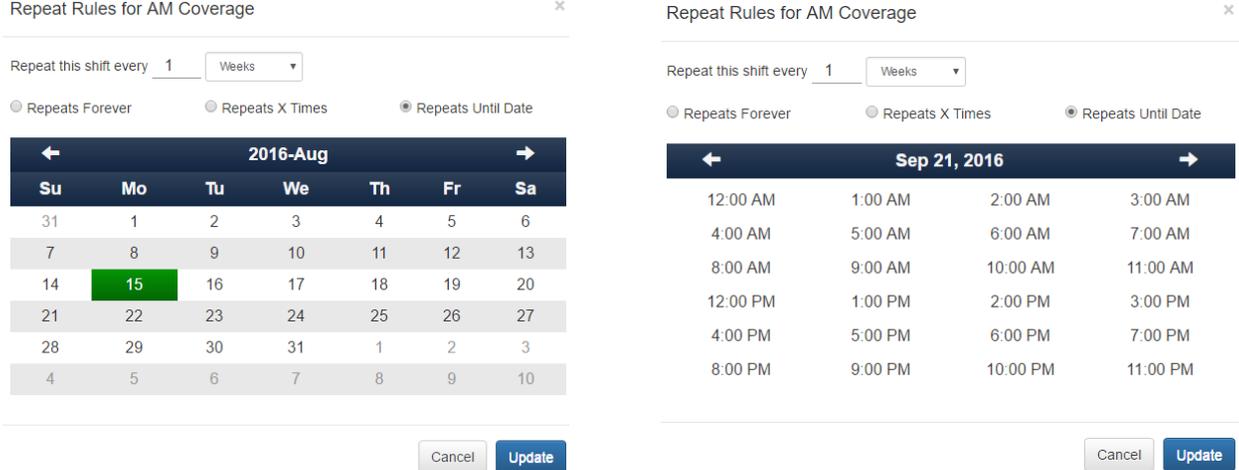
Add Shifts to Schedule

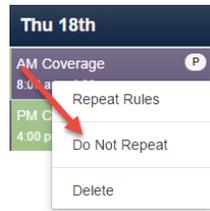
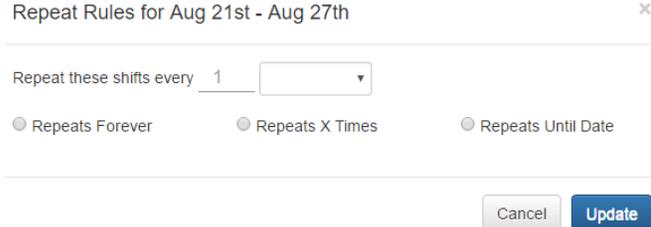
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<p>2. The Calendar displays. 3. Select a shift from the list on the right. 4. Drag and drop the shift to the Person and Day. 5. Repeat as necessary.</p>	 <p>IOT On-Call Scheduling</p> <p>Testing Group - Schedule</p> <p>2016 Shifts</p> <ul style="list-style-type: none"> AM Coverage 8:00 am - 4:00 pm PM Coverage 4:00 pm - 12:00 am After Hours Coverage 6:00 pm - 6:00 am Weekend Coverage 7:00 am - 7:00 pm <p>Calendar Grid:</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Sun 31st</th> <th>Mon 1st</th> <th>Tue 2nd</th> <th>Wed 3rd</th> <th>Thu 4th</th> <th>Fri 5th</th> <th>Sat 6th</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joelle Boothe</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Aug 7th - Aug 13th</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Sun 7th</th> <th>Mon 8th</th> <th>Tue 9th</th> <th>Wed 10th</th> <th>Thu 11th</th> <th>Fri 12th</th> <th>Sat 13th</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joelle Boothe</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Aug 14th - Aug 20th</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Sun 14th</th> <th>Mon 15th</th> <th>Tue 16th</th> <th>Wed 17th</th> <th>Thu 18th</th> <th>Fri 19th</th> <th>Sat 20th</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td></td> <td></td> <td>AM Coverage 8:00 am - 4:00 pm</td> <td>PM Coverage 4:00 pm - 12:00 am</td> <td>AM Coverage 8:00 am - 4:00 pm</td> <td></td> <td>Weekend Coverage 7:00 am - 7:00 pm</td> </tr> <tr> <td>Joelle Boothe</td> <td>AM Coverage 8:00 am - 4:00 pm</td> <td>PM Coverage 4:00 pm - 12:00 am</td> <td>AM Coverage 8:00 am - 4:00 pm</td> <td>PM Coverage 4:00 pm - 12:00 am</td> <td>After Hours Coverage 6:00 pm - 6:00 am</td> <td></td> <td></td> </tr> </tbody> </table> <p>Aug 21st - Aug 27th</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Sun 21st</th> <th>Mon 22nd</th> <th>Tue 23rd</th> <th>Wed 24th</th> <th>Thu 25th</th> <th>Fri 26th</th> <th>Sat 27th</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joelle Boothe</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Aug 28th - Sep 3rd</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Sun 28th</th> <th>Mon 29th</th> <th>Tue 30th</th> <th>Wed 31st</th> <th>Thu 1st</th> <th>Fri 2nd</th> <th>Sat 3rd</th> </tr> </thead> <tbody> <tr> <td>John Dough</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joelle Boothe</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Person	Sun 31st	Mon 1st	Tue 2nd	Wed 3rd	Thu 4th	Fri 5th	Sat 6th	John Dough								Joelle Boothe								Person	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	John Dough								Joelle Boothe								Person	Sun 14th	Mon 15th	Tue 16th	Wed 17th	Thu 18th	Fri 19th	Sat 20th	John Dough			AM Coverage 8:00 am - 4:00 pm	PM Coverage 4:00 pm - 12:00 am	AM Coverage 8:00 am - 4:00 pm		Weekend Coverage 7:00 am - 7:00 pm	Joelle Boothe	AM Coverage 8:00 am - 4:00 pm	PM Coverage 4:00 pm - 12:00 am	AM Coverage 8:00 am - 4:00 pm	PM Coverage 4:00 pm - 12:00 am	After Hours Coverage 6:00 pm - 6:00 am			Person	Sun 21st	Mon 22nd	Tue 23rd	Wed 24th	Thu 25th	Fri 26th	Sat 27th	John Dough								Joelle Boothe								Person	Sun 28th	Mon 29th	Tue 30th	Wed 31st	Thu 1st	Fri 2nd	Sat 3rd	John Dough								Joelle Boothe							
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NOTES:

To move a shift, simply click and drag to the new person/date.

To delete a shift from the schedule, click and drag the shift to the Drop to Delete at the bottom, right. Or, right click on the shift and select *Delete*.

Add Repeating Shift	
Steps	Guidelines/Tips
<ol style="list-style-type: none"> From the Schedule screen, right click on the shift you want to repeat. Select <i>Repeat Rules</i>. 	
<ol style="list-style-type: none"> Select or enter how often to repeat the shift. Select the frequency. Select <i>Forever</i>, <i>X Times</i>, or <i>Until Date</i>. <i>X Times</i> will require an <i>Ends after ___ times</i> entry. 	
<ol style="list-style-type: none"> <i>Until Date</i> will require a date selection. Select a time. Click Update. 	

<p>10. Right click the shift and select <i>Do Not Repeat</i> to remove all future repeating dates for this shift.</p>	
<p>11. To repeat an entire week, click Repeat Settings.</p>	
<p>12. Complete the times and frequency to be repeated. 13. Click Update.</p>	
<p>NOTES:</p>	<p>To clear all shifts from the schedule for the week, click the Clear button for that week.</p> <ul style="list-style-type: none"> - Click Yes on the confirmation.  <p>The schedule default display is Month. Day and Week are available from the menu.</p> 

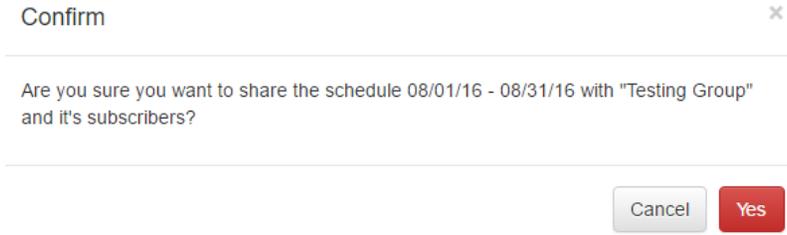
Previous and Advance buttons are available for past and future dates. < >

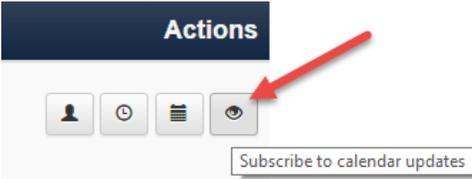
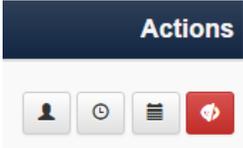
Print is available from the menu. 

The "P" or "S" in the right corner of the shift indicates whether it is Primary or Secondary.

AM Coverage
8:00 am - 4:00 pm P

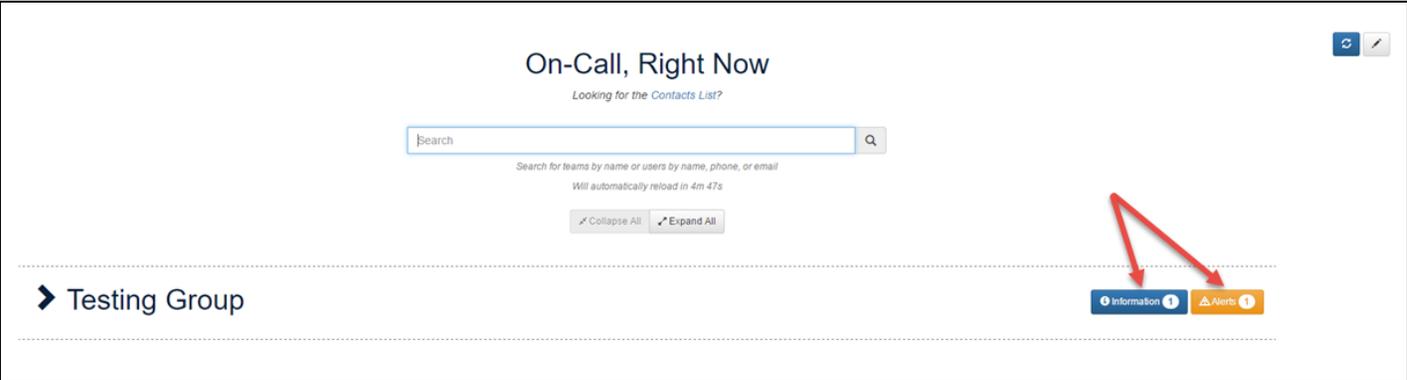
To delete a shift from the schedule, click and drag the shift to the Drop to Delete at the bottom, right. Or, right click

Share Schedule	
Steps	Guidelines/Tips
1. From the Schedule screen, click Share Schedule .	
2. Click Yes .	
NOTES:	After clicking Yes, an email notification is sent to the Team Members and subscribers.

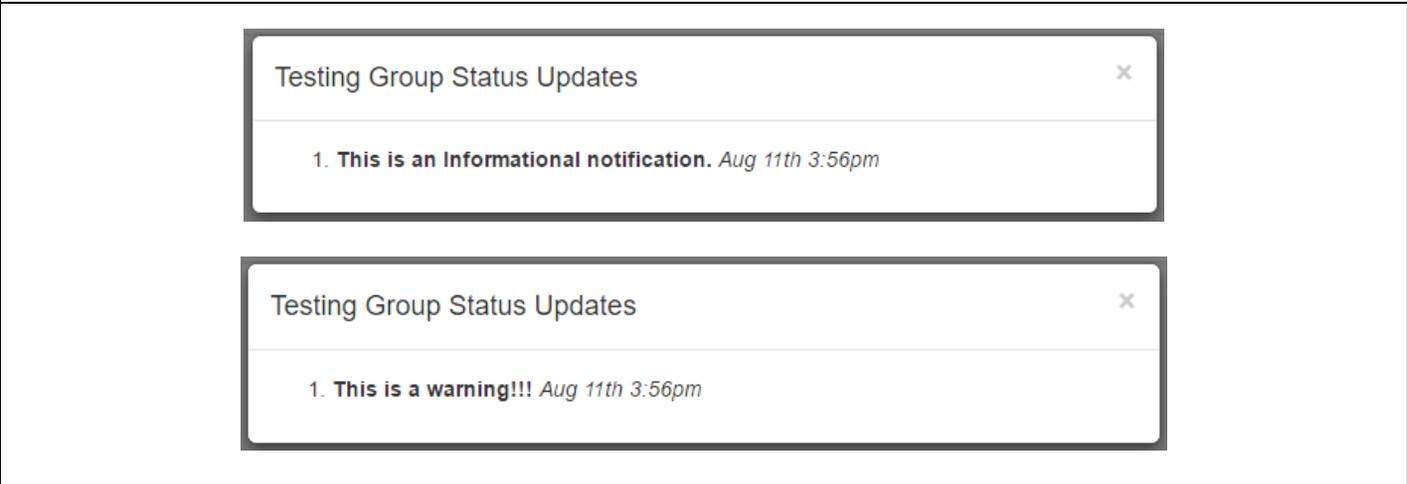
Subscribe to Notifications	
Steps	Guidelines/Tips
By default, users are subscribed to all Teams.	
<p>3. To unsubscribe to a teams schedule, navigate to the Teams screen.</p> <p>4. Click Subscribe to calendar updates.</p>	
<p>5. The button is a toggle and now displays as an eyeball with a line through it. To subscribe to the schedule, simply click the button again.</p>	

Add Notification																
Steps	Guidelines/Tips															
6. From the Teams screen, click Edit Team .	<p>Teams</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Agency</th> <th>Manager</th> <th>Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Application Development</td> <td>IOT (Office of Technology)</td> <td>Gunnar Hoffman</td> <td></td> <td>[User] [Refresh] [List] [Eye]</td> </tr> <tr> <td>Testing Group</td> <td>IOT (Office of Technology)</td> <td>Joelle Boothe</td> <td>Testing</td> <td>[Edit] [User] [Refresh] [List] [Close]</td> </tr> </tbody> </table>	Name	Agency	Manager	Description	Actions	Application Development	IOT (Office of Technology)	Gunnar Hoffman		[User] [Refresh] [List] [Eye]	Testing Group	IOT (Office of Technology)	Joelle Boothe	Testing	[Edit] [User] [Refresh] [List] [Close]
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7. Click Add in the <i>Status Updates</i> section.	<p>Status Updates (Informational or Alerts)</p> <p>[+]</p> <p>Cancel Save</p>															
8. Enter the verbiage for the notification. 9. Select Warning or Informational (Informational is default). 10. Click Save .	<p>Status Updates (Informational or Alerts)</p> <p>Warning</p> <p>1 This is an Informational notification.</p> <p>Informational</p> <p>[+]</p>															

11. The notifications are available on the OnCall screen.

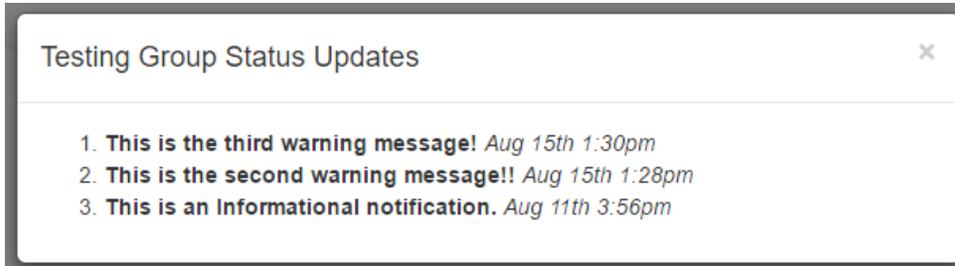


12. Click on the notification to view it.
13. Use the X in the upper, right corner to close notification.



NOTES:

The number on the notification represents the number of notifications currently active.



To remove a notification, click **Delete** notification on the Edit Team screen. Click **Save**.

Status Updates (Informational or Alerts)

